



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND

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NAVPERSCOMINST 1500.1

PERS-00M

4 SEP 2003

NAVPERSCOM INSTRUCTION 1500.1

From: Commander, Navy Personnel Command

Subj: MENTORING AT NAVY PERSONNEL COMMAND

Ref: (a) CNO Guidance for 2003 - Achieving Sea Power 21

1. Purpose. To provide guidance for the development and management of a mentoring climate at Navy Personnel Command (NAVPERSCOM).

2. Background. The growth and development of our force is key to mission accomplishment. Reference (a) directed Navy leadership to "create a mentoring culture." This initiative will propel NAVPERSCOM to even greater heights by enhancing a command climate that builds a winning team.

3. Discussion

a. Mentoring provides professional relationships that foster free communications between protégés and their mentors concerning their careers, performance, duties and mission. A mentor is a trusted council who provides guidance and shares experiences with juniors. A mentoring culture allows those who participate to benefit directly from the life experiences of others through the development of trusted professional and personal relationship.

b. The goals of NAVPERSCOM mentorship are to

(1) ensure every Sailor has a mentor that meets their professional and personal needs.

(2) educate the command on the purpose of mentoring, the benefits of a mentoring culture and the commitment necessary to make mentoring work.

(3) foster the professional and personal development of Sailors.

c. NAVPERSCOM will foster mentorship by

(1) ensuring every new check-in receives a short brief on NAVPERSCOM mentoring from the command mentorship coordinator.

(2) teaching mentoring as part of indoctrination training.

(3) providing periodic training sessions to reinforce the command's knowledge and understanding of mentoring.

(4) establishing a permanent working group chaired by the command mentorship coordinator, made up of all PERS-code mentor coordinators, with oversight by the Command Master Chief (CMC), to continually assess and improve the process and resources available to mentors.

4. Definitions

a. Mentor - "A trusted counselor or guide." Mentoring therefore is a relationship in which a person with greater experience and wisdom guides another person to develop both personally and professionally.

b. Protégé - Can be defined by a range of terms such as mentee, candidate, apprentice, aspirant, trainee and inductee. Through all of its definitions a protégé is someone who commits themselves to a mentoring culture and their mentor; takes on new responsibilities and challenges; seeks feedback; and accepts responsibility for their own growth and development.

c. Sailor - For the purpose of this instruction, Sailor includes all enlisted and officer personnel.

5. Responsibilities

a. Commander, Navy Personnel Command (COMNAVPERSCOM) will define program requirements and overall direction.

b. Assistant Commanders, Navy Personnel Command (ACNPCs), Staff Office Directors (SODs) and Special Assistants (SAs) are responsible for embracing and promoting a robust mentoring climate.

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c. CMC will

- (1) coordinate the command wide mentor initiative.
- (2) ensure a command mentorship coordinator is assigned.
- (3) monitor initial mentor training via the indoctrination program.
- (4) approve course curriculum for continued mentor/protégé training.

d. Command mentorship coordinator will

- (1) establish and maintain NAVPERSCOM command mentoring.
- (2) coordinate all new NAVPERSCOM personnel attending the initial mentorship brief through the command indoctrination program.
- (3) ensure records of initial mentorship training, through command indoctrination, are verified with the command check-in process.
- (4) coordinate NAVPERSCOM continuing mentor training to include scheduling, assignment of lecturers, and input into course curriculum.

e. PERS-code mentorship coordinators will

- (1) assist supervisors in maintaining an effective mentor/protégé process within their specific PERS-code and establishing mentor/protégé development.
- (2) maintain records of completed mentorship training for all associated personnel.

f. Supervisors will

- (1) maintain an effective mentor/protégé process.
- (2) establish mentor/protégé assignments.
- (3) ensure all Sailors attend initial mentorship indoctrination and required refresher training.

(4) assign a PERS-code mentorship coordinator to assist in monitoring the mentoring process.

g. Mentors will

(1) act as a trusted counselors, or guides, who assist the mentored Sailor in setting and achieving goals.

(2) normally be senior to the protégé.

(3) discuss short and long-range personal, professional, and educational development goals and ways to achieve them.

(4) provide guidance, support, and encouragement throughout the time of the mentorship agreed upon.

(5) be available to frequently meet with the protégé.

h. Protégés will

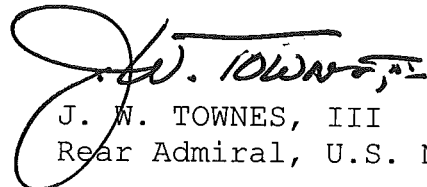
(1) be a willing participant in the mentoring process.

(2) be allowed to request a new mentor via their supervisor if their present arrangement is not meeting their goals.

6. Action

a. ACNPCs, SODs and SAs will maintain an effective mentoring process and culture.

b. Numerous guides and support information are available at <http://web.bupers.navy.mil/pers015/mentor/default.htm>.


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List 1A, 1B and 2A